

AGN. NO. \_\_\_\_\_

MOTION BY SUPERVISOR DON KNABE

February 14, 2006

On an annual basis, the Los Angeles County Small Business Commission is required to submit to the Board of Supervisors an Annual Report detailing the Commission's activities for the previous year. The Chair of the Small Business Commission has filed the attached report for calendar year 2005.

I, THEREFORE, MOVE that the Board of Supervisors approve the Los Angeles County Small Business Commission 2005 Annual Report as submitted.

# # #

RV:gr

MOTION

MOLINA	_____
BURKE	_____
YAROSLAVSKY	_____
KNABE	_____
ANTONOVICH	_____



**Los Angeles County  
SMALL BUSINESS COMMISSISON**

1100 N. Eastern Avenue • Los Angeles, CA 90063  
Tel: 323. 881.3964 • Fax: 323.881.1871  
[www.laosb.org](http://www.laosb.org)

**Gloria Molina  
Yvonne Brathwaite Burke  
Zev Yaroslavsky  
Don Knabe  
Michael D. Antonovich**

*The Commission provides ongoing advice  
and support to the Los Angeles County  
Board of Supervisors to help business grow  
and do business with Los Angeles County*

**COMMISSIONERS**

**Reginald Byron Jones-Sawyer, Sr.**  
Chair  
City of Los Angeles General Services Dept.  
**Javier Del Valle**  
Vice Chair  
DIV Tech  
**Pedro P. Birba**  
BIRBAGROUP  
**Kenia Davalos-Romero**  
Latin Business Association & NFIB  
**Oscar Lopez**  
All State Engineering Corp.  
**Prof. Ky Chueon Kim, Ph.D**  
Nambu University/  
Strategic Management Institute  
**Marion Thompson**  
Paladin Associates, LLC  
**Michael D. Chang**  
AND Management, Inc  
**Ray Bishop**  
Ray Bishop & Associates  
**George F. Hill**  
City National Bank  
**Joey L. Quinto**  
Quinto Services  
**Arthur Ginsburg**  
Art's Delicatessen & Restaurant  
**Helen Anderson**  
Rayvern Lighting Supply Co.  
**Victoria R. Fullerton**  
Partners In Health  
**Anna S. Johnson**  
The Boeing Company  
**Dennis J. Young**  
DJY Consulting  
**Kelth McCarthy**  
Corporate Carpet & Wood Service  
**Alan Buckholtz**  
Law Offices of Buckholtz and Associates  
**Tyrone Hampton**  
Pasadena Construction & Interiors  
**John Krikorian**  
Business Life Magazine  
**Khalida Samad**  
Tri-City Archives, Inc.  
**Cecilia S. Wu**  
Wasserman, Comden & Casselman

**EX OFFICIO MEMBERS**

**Alberto G. Alvarado**  
U.S. Small Business Administration  
State of California  
Department of General Services

**County Departments**

Auditor Controller  
Chief Administrative Office  
Community Development Commission  
County Counsel  
Health Services  
Internal Services  
Public Works  
Office of Affirmative Action Compliance  
Sheriff

February 14, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
Kenneth Hahn Hall of Administration  
500 W. Temple Street  
Los Angeles, California 90012

Dear Supervisors:

I am privileged to submit this Annual Report, as required by the Small Business Commission By-laws. The report, with an Executive Summary is attached herewith for your review.

The Commissioners wish to express their appreciation to County departments and the U.S. Small Business Administration for their invaluable advice and support.

I respectfully submit this report and thank you for your enthusiastic and unfailing support of the Commission and the Office of Small Business.

Respectfully,

*Reginald Byron Jones-Sawyer, Sr.*

Reginald Byron Jones-Sawyer, Sr.  
Chair



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**Arthur Ginsburg**  
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**Helen Anderson**  
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**Victoria R. Fullerton**  
Partners In Health  
**Anna S. Johnson**  
The Boeing Company  
**Dennis J. Young**  
DJY Consulting  
**Keith McCarthy**  
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**Alan Buckholtz**  
Law Offices of Buckholtz and Associates  
**Tyrone Hampton**  
Pasadena Construction & Interiors  
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## **Los Angeles County Small Business Commission 2005 Annual Report EXECUTIVE SUMMARY**

This year the Small Business Commission continued its core mission to provide ongoing advice and support to the Los Angeles County Board of Supervisors to help business grow and do business with Los Angeles County.

The Office of Small Business/Procurement Technical Assistance Center (OSB/PTAC) relocated its offices and operation from the Community Development Commission (CDC) to the Internal Services Department (ISD), on February 15, 2005, as mandated by the Board of Supervisors in a Motion at its January 4, 2005, meeting.

The Commission in collaboration with ISD and OSB/PTAC continued to develop new and innovative ways by which to serve the Small Business Community. These accomplishments were made possible by the ongoing support and cooperation of County departments and a strong commitment to the completion of the "Bold Steps Forward" recommendations.

### **Highlights:**

*As an Advocate on behalf of Small Businesses with County Departments:*

- ISD recorded over \$13 million in purchase orders issued to certified Local Small Business Enterprises (LSBE) in the past year.
- ISD developed and published the "LSBE Yellow Pages," a telephone directory of the County's certified LSBEs. This easy reference book will be distributed to purchasing and contracting officers countywide for their use as well as being made available on the internet.
- OSB/PTAC recorded approximately \$27.5 million in government contract awards to all small business, resulting in the creation of 746 new jobs.

*To Improve Communications:*

- Outreached to over 2400 businesses through OSB/PTAC workshops and training classes, including the ISD Small Business Symposium “Boot Camp” training. ISD and OAAC were awarded a Quality & Productivity Top Ten Award for this program.
- Revitalized the Small Business Liaison (formerly Advocate) program to provide direct, accessible small business support within each County Department. See attachment I
- Conducted the highly acclaimed County Contracting Connections and Economic Development Workshops for the Board of Supervisors. A Procurement Fair was held in Van Nuys and a Contracting Connections Workshop in Carson, with an “Access to Capital” theme.
- Supported the Economic Development Mission Statement developed by the Economy and Efficiency Commission (EEC). Agreed to include EEC in the planning sessions and Economic and Workforce Development into the Contracting Connections programs.
- Partnered and continue collaboration with the area Small Business Development Centers and Community Colleges at the County Contracting Connection events to educate and assist small businesses



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Office of Affirmative Action Compliance  
Sheriff

## **LOS ANGELES COUNTY SMALL BUSINESS COMMISSION 2005 ANNUAL REPORT**

### **Los Angeles County Procurement Technical Assistance Center**

The primary role of the Office of Small Business and Procurement Technical Assistance Center (OSB/PTAC) is to provide training for companies who want to contract with the County and other government agencies, including the State and federal governments.

The OSB/PTAC is funded, in part, by the U.S. Department of Defense Logistics Agency (DoD). This funding enables the office to provide technical assistance and counsel firms that want to bid on Defense and other government contracts or who seek to subcontract with prime contractors. For the sixth year, the DoD contract was renewed with an award in the amount of \$141,250.

The Office of Small Business moved from the Community Development Commission to the Internal Services Department (ISD), a move mandated in a Motion by the Board of Supervisors at its January 4, 2005, meeting. Monetary support in the amount of \$464,000 was budgeted and provided by ISD from the County General Fund. The Board of Supervisors Motion stated that no additional funds will be provided and the budget remains unchanged.

Following the move, the OSB/PTAC has been seamlessly absorbed into the life of ISD; while retaining its name and other considerations that permit continuance of its outreach classes.

In one year, the OSB/PTAC has helped small businesses obtain approximately \$27.5 million in contract awards and more than 746 new jobs were created.

**International Activities**

OSB received six foreign delegations during 2006: four Chinese and two Korean. The Director of ISD, Dave Lambertson, personally made the County Procurement Program presentation to the Korean Management Association at their graduation event in December, 2006.

**Trilingual (Chinese, Spanish, English) International Trade Database (B2B)**

Developed with a grant from the U.S. Economic Development Administration, the international trade Business to Business (B2B) trilingual electronic database is accessible on the Internet at [www.lacob2btrade.org](http://www.lacob2btrade.org) and continues to grow. The website was developed and is hosted by WAND, Inc.

**Highlights:**

- Co-sponsored the ISD Small Business Symposium "Boot Camp" training sessions in April, 2005.
- Relocation of the Office of Small Business from the Community Development Commission to the County Internal Services Department.
- Redesign of the OSB website to be more user friendly to both visitors and staff.
- Building the PTAC client base to approximately 1,424 businesses.

**Outreach Activity Report**

Attachment II is the summary of outreach activities of the OSB/PTAC, sponsored by or participating as a co-sponsor.

**Local Small Business Preference Program**

Now in its third year, the Local Small Business Preference Program continues to grow. Registration for this program is completed on-line at the County's "Doing Business With Us" web portal. To qualify for the Local Small Business program, a business must be certified as a small business by the State and have its principle office located in the County for at least one year.

Verification is handled by the County Office of Affirmative Action Compliance. Re-registration is required after certification terms expire. Whenever possible at outreach events, computers and guidance are provided for attendees who wish to register or re-register.

### **County Departments**

Following the recommendations of the County Economic Summit, County Departments partner and exhibit at OSB/PTAC outreach events. This is a positive improvement to the Contracting Connections Workshops. Conversely, OSB/PTAC partners and participates in other department events.

<i><b>SMALL BUSINESS LIAISONS</b></i>			
<i><b>County Department</b></i>	<i><b>Liaisons</b></i>	<i><b>Phone</b></i>	<i><b>E-mail Address</b></i>
Office of Affirmative Action	Ozie Smith Donna Barrios	626-943-5601 626-943-5642	<a href="mailto:olsmith@co.la.ca.us">olsmith@co.la.ca.us</a> <a href="mailto:dbarrios@co.la.ca.us">dbarrios@co.la.ca.us</a>
Agricultural Weights & Measures	Sharon Buttenworth Richard Russell, Alternate	626-575-5482 626-575-5454	<a href="mailto:sharon@acwm.co.la.ca.us">sharon@acwm.co.la.ca.us</a> <a href="mailto:richardr@acwm.co.la.ca.us">richardr@acwm.co.la.ca.us</a>
Alternate Public Defender	Gary Baucum Janet Turner Yarbrough, Alt	213-974-8226 213-974-2980	<a href="mailto:gbaucum@apd.co.la.ca.us">gbaucum@apd.co.la.ca.us</a> <a href="mailto:jtyarbro@co.la.ca.us">jtyarbro@co.la.ca.us</a>
Animal Care and Control	Bob Ballenger	562-728-4537	<a href="mailto:Bballenger@co.la.ca.us">Bballenger@co.la.ca.us</a>
Assessor	Bernie Monarez	213-974-3411	<a href="mailto:bmonare@co.la.ca.us">bmonare@co.la.ca.us</a>
Auditor-Controller	Eric Sink	213-974-8364	<a href="mailto:esink@auditor.co.la.ca.us">esink@auditor.co.la.ca.us</a>
Beaches & Harbors	Brad Fleischer	310-305-9544	<a href="mailto:bfleisch@lacodbh.org">bfleisch@lacodbh.org</a>
Board of Supervisors	Robert De La Cruz	213-974-1060	<a href="mailto:RDelaCruz@bos.co.la.ca.us">RDelaCruz@bos.co.la.ca.us</a>
Chief Administrative Office	Vincent Amerson	213-974-1168	<a href="mailto:vamerson@cao.co.la.ca.us">vamerson@cao.co.la.ca.us</a>
Chief Information Office	Jonathan Williams	213-974-2080	<a href="mailto:jwilliams@cio.co.la.ca.us">jwilliams@cio.co.la.ca.us</a>
Child Support Services	Kattina Harris Linda Billups, Alternate	323-889-3466 323-889-3364	<a href="mailto:kharris@childsupport.co.la.ca.us">kharris@childsupport.co.la.ca.us</a> <a href="mailto:lbillups@childsupport.co.la.ca.us">lbillups@childsupport.co.la.ca.us</a>
Children & Family Services	Jean Lee Walter Chan, Alternate	213-351-7257	<a href="mailto:Leejea@dcfs.co.la.ca.us">Leejea@dcfs.co.la.ca.us</a> <a href="mailto:Chanw@dcfs.co.la.ca.us">Chanw@dcfs.co.la.ca.us</a>
Community Development Commission	Kefernie Beyl	323-890-7339	<a href="mailto:kefernie.beyl@lacd.c.org">kefernie.beyl@lacd.c.org</a>



Community & Senior Services	Geraldo Rodriguez Eille Wolfe, Alternate	213-738-3084 213-738-2772	<a href="mailto:grodrigu@co.la.ca.us">grodrigu@co.la.ca.us</a> <a href="mailto:ewolfe@co.la.ca.us">ewolfe@co.la.ca.us</a>
Consumer Affairs	Denise Oliver	213-974-9756	<a href="mailto:doliver@co.la.ca.us">doliver@co.la.ca.us</a>
Coronor	Christian Martinez	323-343-0777	<a href="mailto:CMartinez@lacoroner.org">CMartinez@lacoroner.org</a>
County Counsel	Diane Butler	213-974-2368	<a href="mailto:dbutler@counsel.co.la.ca.us">dbutler@counsel.co.la.ca.us</a>
District Attorney	Kenisa McKee	213-202-7646	<a href="mailto:knckee@lacountyda.org">knckee@lacountyda.org</a> <a href="mailto:cbedell@lacountyda.org">cbedell@lacountyda.org</a>
Fire Department	Dan Anderson	323-838-2269	<a href="mailto:danderson@lacoifd.org">danderson@lacoifd.org</a>
Human Relations commission	Eugene Stevenson	213-974-7640	<a href="mailto:gstevenson@hrc.co.la.ca.us">gstevenson@hrc.co.la.ca.us</a>
Health Services	Leona Martinez	213-240-7735	<a href="mailto:lmartinez@ladhs.org">lmartinez@ladhs.org</a>
Human Resources	Erica Greene	213-974-2590	<a href="mailto:ergreene@dhr.co.la.ca.us">ergreene@dhr.co.la.ca.us</a>
Internal Services Department	Debbie C. Johnson Joan Shelley, Alternate	323-881-3958 323-881-3963	<a href="mailto:dcabreira@isd.co.la.ca.us">dcabreira@isd.co.la.ca.us</a> <a href="mailto:ishelley@isd.co.la.ca.us">ishelley@isd.co.la.ca.us</a>
Mental Health	Irma Valdez Mary Norman, Alternate	213-738-4810 213-738-9417	<a href="mailto:ivaldez@dmh.co.la.ca.us">ivaldez@dmh.co.la.ca.us</a> <a href="mailto:mnorman@dmh.co.la.ca.us">mnorman@dmh.co.la.ca.us</a>
Military & Veterans Affairs	James Meyer	213-744-4828	<a href="mailto:meyerj@co.la.ca.us">meyerj@co.la.ca.us</a>
Museum of Art			
Museum of Natural History	Ania E. Onley	213-763-3541	<a href="mailto:aonley@nhm.org">aonley@nhm.org</a>

Parks & Recreation	Mike Kriste	213-738-2118	<a href="mailto:1mgutier@co.la.ca.us">1mgutier@co.la.ca.us</a>
Probation	Mark Hill	562-940-2845	<a href="mailto:mhill@laprob.org">mhill@laprob.org</a>
Public Library	Rose Garcia Tryphenia Funches, Alternate	562-940-8481 562-940-8485	<a href="mailto:RoseG@hqsmtb.coap.org">RoseG@hqsmtb.coap.org</a> <a href="mailto:tfunches@gw.colapl.org">tfunches@gw.colapl.org</a>
Public Safety	Michael Daniels	562-940-8368	<a href="mailto:mdaniels@ops.co.la.ca.us">mdaniels@ops.co.la.ca.us</a>
Public Social Services	Sandi Mitchell	562-908-3007	<a href="mailto:smitchell@ladpss.org">smitchell@ladpss.org</a>
Public Works	Carmen Navarro	626-458-2134	<a href="mailto:cnavarro@ladpw.org">cnavarro@ladpw.org</a>
Regional Planning	Richard A. Guizado	213-974-6631	<a href="mailto:rguizado@planning.co.la.ca.us">rguizado@planning.co.la.ca.us</a>
Registrar-Recorder/ County Clerk	Laticia McCorkle	562-462-2691	<a href="mailto:LMcCorkle@rrcc.co.la.ca.us">LMcCorkle@rrcc.co.la.ca.us</a>
Sheriff	Henry Yee	323-526-5223	<a href="mailto:hkyee@lasb.org">hkyee@lasb.org</a> <a href="mailto:hroman@co.la.ca.us">hroman@co.la.ca.us</a>
Treasurer & Tax Collector	Henry Roman Mike Harman, Alternate	213-974-0703 213-974-2030	<a href="mailto:hroman@co.la.ca.us">hroman@co.la.ca.us</a> <a href="mailto:mharman@co.la.ca.us">mharman@co.la.ca.us</a>

The Small Business Liaison list is maintained by the Office of Small Business.  
Please contact Joan Shelley at 323-4881-3963 for updates or changes  
Rev 01-31-2006

[jshelley@isd.co.la.ca.us](mailto:jshelley@isd.co.la.ca.us)

**Office of Small Business/PTAC**

**Number of Attendees**

**Attachment II**

**Outreach Events**

Board of Equalization Small Business Fair  
 Contracting Connections Workshop (2 workshops)  
 Doing Business with State Colleges  
 DSCC Workshop  
 Friends of Indo-American Community Business Seminar  
 GSA Procurement  
 GSA Procurement Hands-On (2 classes)  
 Greater Los Angeles Vendor Fair  
 JPL NASA High Tech Small Business Conference  
 Korean Management Association  
 PTAC Contracting 101 (9 classes)  
 PTAC Response to RFP (8 classes)  
 SBA Business Matchmaking workshop  
 San Fernando Valley Small Bus. Fair  
 Small Business Symposium (4 classes)  
 Veteran Business Outreach  
 15th Annual Supplier Diversity Conference

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**2005 EVENTS**

	Molina	Burke	Yaroslavsky	Krabe	Antonovich	County Wide	Participant	Attendees
PTAC Contracting 101 (Mini)						1/28/2005		7
PTAC Response to RFP (Mini)						1/28/2005		3
PTAC Selling to Govt (Mini)						2/18/2005		6
PTAC Response to RFP (Mini)						2/18/2005		3
JPL NASA High Tech Small Business Conference							3/2-3/05	19
PTAC Selling to Govt (Mini)						3/18/2005		5
PTAC Response to RFP (Mini)						3/18/2005		4
Small Business Symposium						3/18/2005		9
Small Business Symposium						4/5/2005		10
Small Business Symposium						4/6/2005		15
Small Business Symposium						4/11/2005		10
Greater Los Angeles Vendor Fair						4/12/2005		30
GSA Procurement Hands-on						4/27/2005		1000
SBA Business Matchmaking workshop						5/6/2005		10
Contracting Connections/Procurement Fair			6/8/2005			6/7-8/2005		250
PTAC Contracting 101 (Mini)								400
PTAC Response to RFP (Mini)						6/17/2005		20
Board of Equalization Small Business Fair					Altadena	6/17/2005		20
PTAC Response to RFP (Mini)						7/15/2005		20
PTAC Contracting 101 (Mini)						7/28/2005		15
GSA Procurement Hands-on						7/28/2005		14
Doing Business with State Colleges						8/5/2005		19
15th Annual Supplier Diversity Conference						8/10/2005		200
Friends of Indo-American Community Business Seminar						8/16/2005		150
PTAC Response to RFP (Mini)						8/19/2005		20
PTAC Contracting 101 (Mini)						8/25/2005		8
Veteran Business Outreach						8/25/2005		15
Contracting Connections Workshop		10/19/2005				9/14/2005		10
DSCC Workshop								170
GSA Procurement						10/25/2005		20
San Fernando Valley Small Bus. Fair						11/4/2005		15
Korean Management Association							12/3/2005	45
PTAC Selling to Govt (Mini)						12/6/2005		30
PTAC Response to RFP (Mini)						12/9/2005		14
PTAC Selling to Govt (Mini)						12/9/2005		12
PTAC Response to RFP (Mini)						12/17/2005		16
PTAC Response to RFP (Mini)						12/17/2005		9